

BEDFORD COUNTY

BUILDING CODES INSPECTOR / PLAN REVIEWER

Applications are being accepted for a Building Codes Inspector / Plan Reviewer to work in the Community Development Office located in the Bedford County Administration Building, 122 East Main Street, Bedford, Virginia. The candidate will perform intermediate technical work in the inspection of all phases of building plans and construction. Candidate must have thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected. Candidate should have any combination of education and experience equivalent to graduation from high school and a minimum of three years of experience in one or more of the building construction trades. Possession of an appropriate driver's license valid in the Commonwealth of Virginia is required; possession of certifications in all areas of responsibility is required within three years of employment.

Applications and job descriptions are available on our website: www.bedfordcountyva.gov and are also available from the Bedford County Human Resources Department, Bedford County Administration Building, 122 East Main Street, 2nd Floor, Bedford, VA 24523, (540) 586-7601. Applications will be accepted until position is filled. EOE, ADA

BUILDING CODES INSPECTOR / PLANS REVIEWER

GENERAL DEFINITION OF WORK:

Performs intermediate technical work in the inspection of all phases of building plans and construction; performs plan reviews of buildings and related systems to ensure compliance; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing residential, commercial and industrial building, electrical, mechanical or plumbing inspections; reviewing plans; maintaining appropriate records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs field inspections of residential, commercial, industrial and public facilities for compliance with building, plumbing, electrical or mechanical codes.
- Performs plan reviews of buildings and related systems to ensure compliance with applicable building codes.
- Receives complaints in regards to defective or improper construction and handles enforcement issues.
- Inspects existing buildings for hazardous conditions, structural failures or improper uses.
- Where construction is not being performed in compliance with regulations as to methods and/or materials, issues warnings, violation notices and stop-work orders if necessary.
- Answers questions from private citizens, contractors and builders; in regards to building plans and codes.
- Confers with contractors and owners on code compliance matters.
- Testifies in court on code violation cases.
- Makes reports and keeps records regarding inspections and plan reviews in both digital and handwritten forms.
- Conducts erosion and sediment control and zoning inspections.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of state building and related codes, laws and ordinances; ability to detect inappropriate workmanship, inferior materials, and hazards of fire and collapse; ability to read, interpret and review plans, specifications and blueprints for code compliance and compare them with construction in process; ability to contact building owners, contractors and the public and effect satisfactory working relationships; firmness and tact in enforcing building codes. Possesses basic computer skills.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and a minimum of three years of experience in one or more of the building construction trades.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions; writing and computer skills to provide legible, accurate reports; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices and basic hand tools, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is

subject to inside and outside environmental conditions, extreme heat, cold, noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must obtain required Virginia Department of Housing and Community Development training and certifications in all areas of responsibility within three years of employment.